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**Subject: Check Stock and MICR Toner Cartridge Inventory**

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Effective Date: October 1, 2011

Revised from: October 1, 2009

**Policy:** WIC Clinics are responsible for maintaining an adequate but not excessive inventory of blank check stock and MICR toner cartridges.

**Reference: CFR §246.12**

**Procedure:**

1. Routinely monitor check stock and MICR toner cartridge inventories to ensure sufficient quantities are on hand.
2. Clinic staff will order check stock and MICR printer toner from the KWIC Help Desk as needed. Allow for sufficient lead time to order new/replacement check stock and toner.
3. Order no more than a 3 month supply of check stock at a time. Check stock be ordered in full cases only. Space/storage limitations may require that some larger clinics order more frequently. Order sufficient quantities so orders are not placed more than once per month.
4. MICR toner cartridges should be ordered no more than once every 3 months. Space/storage limitations may require that some larger clinics order more frequently. Order sufficient quantities so orders are not placed more than once per month. Each clinic should always have one cartridge "on the shelf" so the clinic will never run the risk of running out of toner.